



# CITY OF HOUSTON

## Job Posting

1	Applications accepted from:	ALL PERSONS INTERSTED
2	Job Classification	Community Relations Specialist
3	Posting Number	PN# 111201 (Multiple Positions)
4	Department	Health & Human Services Department
5	Division	Neighborhood Services Division
6	Section	Immunization Bureau
7	Reporting Location	8000 N. Stadium*
8	Workdays & Hours	M-F, 8a.m. – 5p.m.*
		*Subject to change

**DESCRIPTION OF DUTIES**  
Functions as a liaison between the community and the City Human Services, providing reference and referral services and information assistance.

- CORE FUNCTIONS**
- Assists clients in locating needed services and completing appropriate documents on a daily basis..
  - Makes health and human service assessments to determine the needs of the clients and provides referrals.
  - In collaboration with the WIC nutritionist, organizes events or activities to address the needs of the clients.
  - Conducts client follow-up to ensure the linkage of services by phone or in person.
  - Establishes and maintains effective relationships both internally and externally.

**WORKING CONDITIONS**  
The position occasionally requires stooping and bending. Occasional very light lifting, such as three or four reams of paper or books (up to 20 pounds or an equivalent weight) may be required.

**MINIMUM EDUCATIONAL REQUIREMENTS**  
Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

**MINIMUM EXPERIENCE REQUIREMENTS**  
Six months of experience are required.

**MINIMUM LICENSE REQUIREMENTS**  
May require a Valid Texas Driver's license in compliance with the City of Houston's policy on driving (AP 2-2).

**PREFERENCES** None

**SELECTION/SKILLS TESTS REQUIRED** None

**SAFETY IMPACT POSITION** ☒ Yes ☐ No  
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION** **GRANT FUNDED POSITIONS**  
Grant positions are dependent upon continued available funds. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:  
Salary Range – Pay Grade 11  
\$800 - \$1,007 Biweekly \$20,800 - \$26,182 Annually

**OPENING DATE** June 14, 2006

**CLOSING DATE** June 27, 2006

**APPLICATION PROCEDURES**  
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

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